

# Vacancy Announcement

## U.S. ELECTION ASSISTANCE COMMISSION

**Position:** Director of Communications,  
AD-301

**Announcement No:** EAC-04-03

**Salary:** \$72,108 per annum

**Hiring Agency:**

U. S. Election Assistance Commission  
1225 New York Avenue, N.W.  
Washington, D.C. 20005

**Opening Date:** 09-01-2004

**Closing Date:** 09-15-2004

**Duty Location:** Washington, D.C.  
1 Vacancy

**AREA OF CONSIDERATION:** All United States Citizens.

### DUTIES:

The incumbent serves as the Communications Director and is responsible for managing internal and external communications of the U.S. Election Assistance Commission (EAC) on a wide variety of matters. Responsible for developing communications and media initiatives that support EAC priorities and that convey desired goals to constituents, including the creation of a 5-year strategic communications plan. Serves as the EAC media spokesperson; and plans and implements media events and supports EAC Commissioners through such efforts as news releases, and speech and letter writing. Develops and maintains a proactive media strategy. Writes and/or reviews and edits reports, publications and other documents issued by the EAC. Manages the development and maintenance of the EAC web site and other mechanisms for clip services and media release distribution. Provides expert analysis to EAC related to the media and general public. Manages a heavy workload and meets deadlines. Provides direction and leadership to assigned staff, to include part-time and freelance staff members.

### QUALIFICATION REQUIREMENTS:

**Minimum Qualifications.** Candidates for the position must possess the following minimum qualifications:

- Bachelors degree.
- A minimum of 5 to 7 years of experience in a professional journalism/public affairs setting developing written material to convey information externally concerning complex or sensitive programs and functions and/or a minimum of 5 to 7 years of managerial experience in a related field is required. Some combination of years in both settings is highly desirable.
- Experience establishing and maintaining effective communications and working relationships with the media, and individuals/groups interested in or affected by programs, creating meaningful communication interchanges between them and the organization.
- A minimum of 2 years experience creating and updating Web content.
- Excellent writing and editing skills, as demonstrated by the submission of a writing sample.

**Preferred Qualifications.** Candidates with the following preferred qualifications will be considered to have outstanding skills and abilities:

- An advanced degree is desirable. (i.e., MA, PhD, JD)
- Experience in government relations, elections and more than 7 years experience in print journalism and/or media relations.

**Knowledge, skills and abilities required.** The successful candidate must also have outstanding knowledge, skills and abilities in the following areas:

- Expert skill and ability in writing, editing and oral communications.
- Expert knowledge of written and oral communications principles, concepts and techniques; analytical methods; and public affairs practices.
- Demonstrated ability to work well independently and in groups.
- Demonstrated ability to maintain control and respond well under pressure.
- Excellent organizational skills.
- Demonstrated ability to appropriately handle confidential matters and work well with diverse audiences.
- Demonstrated ability to work expeditiously, process large volumes of information, multi-task and conduct research without jeopardizing high journalistic standards of accuracy and integrity.

#### **OTHER REQUIREMENTS:**

Travel may be required

#### **OTHER INFORMATION:**

The United States Election Assistance Commission ("EAC" or "Commission") is conducting a search for the position of Director of Communications . The EAC was established by the Help America Vote Act of 2002 (HAVA). Central to its role, the EAC serves as a national clearinghouse and resource for information with respect to the administration of Federal elections. According to the text of HAVA, the law was enacted to:

... establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs, to establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes.

-- Excerpt from [The Help America Vote Act of 2002](#)

HAVA requires that the EAC:

- Provide for testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;
- Conduct public studies on various election administration issues;
- Submit a report on each study conducted, with recommendations, to the President, the House Administration Committee, and the Senate Rules and Administration Committee;
- Make requirements payments to States each year;
- Make grants to assist entities in carrying out research and development to improve the quality, reliability, accuracy, accessibility, affordability and security of voting equipment, election systems, and voting technology;
- Make grants to carry out pilot programs under which new technologies in voting systems and voting equipment are tested and implemented on a trial basis;
- Award grants to the National Student and Parent Mock Election, a national, nonprofit, nonpartisan organization that works to promote voter participation through voter education activities for students and their parents; and
- Conduct studies and issue reports on a variety of topics generally dealing with improving the administration of Federal elections.

## **HOW TO APPLY:**

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/of.asp> , or a resume with comparable information included. The application must include education, experience, current salary, social security number, date of birth, personal qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Your social security number (SSN) is requested to be included on your resume under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide your SSN on your resume will result in your application not being processed.

You must be a citizen of the United States.

### **Application must be mailed to:**

U.S. General Services Administration, National Capital Region  
Agency Liaison Division, Room 7120  
7th & D Streets, S.W.  
Washington, DC 20407  
Announcement No.: EAC-04-02  
Attn: BerNadette Wiggins

Phone: (202) 708-5702

Applications submitted in postage paid Government envelopes will not be considered. Applications must be received by the closing date to be considered.

All applications received become the property of the U.S. Election Assistance Administration and will not be returned.

This Commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The position of Director of Communications may be appointed without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of that title relating to classification and General Schedule pay rates.

A background security investigation will be required for the selectee. Appointment will be subject to the successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Selectee will be required to complete a Financial Disclosure Report prior to entering on duty and annually thereafter.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor. **THE U.S. ELECTION ASSISTANCE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**

Relocation expenses will not be paid.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: [www.eac.gov](http://www.eac.gov)